

NANDHINI N

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Objective

Versatile, high- energy professional targeting challenging assignments in Supply Chain Management/ Procurement/Vendor Management with a reputed organization in Automobile/Manufacturing industry

Organizational Experience

Company Name - M/s Avtec Ltd, (Power Product division), Hosur.
Role - Graduate apprentice trainee.
Period - 13-Jul-2018 to 17-Jul-2019.

Company Name - Shri Ram Enterprises, Hosur.
Role - Engineer
Period - 23-Sep-2019 to Present.

Profile

- A competent professional with nearly 2.9 years of experience in Supply Chain Management & Procurement Operations with proficiency in achieving cost reduction through process improvement, vendor development, materials management and inventory control
- Excellence in devising & implementing various innovative purchase and procurement related procedures and ensuring adherence to requirements and advising the management on needed actions.
- Skilled in managing the supply chain function entailing supply planning, certification, logistic operations, and customer service.
- Extensive experience in assessing the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, and timely delivery and credit terms
- Expertise in the areas of contracts management and project management; experienced in conducting & coordinating project activities, estimation & costing, resource management & contract management with a flair for adopting modern methodologies
- An effective communicator having leadership, interpersonal and team management skills

Key Result Areas:

- Tracking Supplier supplies and Documentation controlling (Supplier tracking sheet, Vendor registrations forms)
- Responsible for making GRN for all indirect, consumables & OSP materials.
- To maintain a supplier receipt and reconciliation file for every month to reduce the payment issue.
- Maintain the transport bills & Identification of relevant suppliers with the available vendor master as per the requirement.
- Monitoring supplier payments as per PO terms.
- Achieved a cost reduction by developing imported parts in nearest vendor & developing second source using strong negotiation skills.
- Controlling Inventory ageing for Direct Parts (Not to exceed more than 180 days)
- Assessing the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, and timely delivery and credit terms.
- Managed planning of materials as per monthly & weekly plans by scheduling on priority and ensured procurement by issuing Purchase Order with required lead-time
- Evaluated vendors on performance and delivery parameters and suggested improvement

- Assessed Open Purchases Order Status & followed-up on delivery of the goods and orders
- Monitoring daily stock report for planning of raw material, maintaining minimum stock levels and identifying the correct requirement given by plant

Knowledge Purview

- Material Receipt & Stores Function: Goods Receipt Notes & Internal Location Changes
- Creation of Purchase order based on request by end user
- Sub-Contract Management:, delivery challans, stock and challan verification on monthly basis
- Logistics: vehicle management and order placements for on-time delivery

Core Competencies

- ~ Supply Chain Management ~ Procurement ~ Negotiation
- ~ Vendor Development ~ Costing
- ~ Logistics ~ Report Review

Technical Skills

Tools

- ORACLE R12,Tally Prime
- C, C++ Languages
- MS Office
 - MS Excel, MS Word, Power point

Academic Credentials

Qualification	Board	Passing year	Percentage
BCA	M.G.R College Hosur	2018	76%
HSC	Achievers Academy Hr. Sec School	2015	79%
SSLC	Achievers Academy Hr. Sec School	2013	95%

Personal Profile

- Date of Birth : 09-01-1998
- Languages Known : Tamil, English, Hindi
- Mailing Address : LIG 661/340
R.K Housing Board,
Hosur, Krishnagiri (DT)
- Current CTC : 2.35 lakhs /Annum

Date:

Place: Hosur

(NANDHINI N)